Dear sir/madam

**RE; RESEARCH ASSISTANT**

I believe that am qualified for the aforementioned position since I have pursued diploma in project planning and management and currently doing bachelor’s degree. I trust that I will be able to deliver the duties assigned to me as I have competence skills in research, data collection and analysis, presentation and support in budget development and planning

I was tasked with responsibilities that included data collection on Survey CTO,CSentry, Piloting survey, translations, and actual data collection. Checking facts, proofreading, and edit research documents to ensure accuracy. Assist in daily electronic device maintenance and storage

I am an organized and efficient person with an inquiring mind, excellent communication skills, am keen with details, hardworking, flexible, a fast learner and can work under minimum supervision and maintain deadlines.

Kindly consider my humble request for the above position.

Yours faithfully

Emily Wambui